MECKLENBURG COLLEGE

ANNUAL CATALOGUE

1962-1963

VOL. 14 — SEPTEMBER 1, 1962 — NO. 8

CHARLOTTE 8, NORTH CAROLINA

MECKLENBURG COLLEGE

A Two-year Junior College, under the Charlotte Community College System, offering courses in the Pre-Professional Training, General Education, Adult Education, and Community Education

Member of

The North Carolina College Conference

Association of Collegiate Deans and Registrars

American Association of Junior Colleges

American Association of Higher Education

Southern Association of Junior Colleges

Accredited by

The North Carolina State Department of Education

TABLE OF CONTENTS

TABLE OF CONTENTS

CALENDAR OF EVENTS ____ 5-6

BOARD OF TRUSTEES ____ 6

ADMINISTRATIVE STAFF ____ 7

CALENDAR ____ 7

INSTRUCTIONAL STAFF ____ 8

COMMITTEES OF THE FACULTY ____ 9-10

GENERAL INFORMATION

- Objectives ____ 11
- Degrees ____ 11
- History ____ 12-13
- Location ____ 13
- Accreditation and Affiliation ____ 14
- Student Personnel Service and Guidance ____ 14
  Counseling and Guidance
- The Library ____ 14
- Veterans' Education ____ 15
- Vocational Rehabilitation Services ____ 16
- Employment Service ____ 16

STUDENT ACTIVITIES

- Student Government ____ 16
- Dramatics ____ 17
- Newspaper ____ 17
- College Yearbook — The Echo ____ 17
- Athletics ____ 17
- Recreation ____ 17
- Honor Society ____ 17

TABLE OF CONTENTS — Continued

GENERAL REGULATIONS

Admission Requirements ____ 18
Admission by Certificate of Graduation ____ 18
Admission by Examination ____ 19
Admission by Special Examination ____ 19
Admission as a Special Student ____ 19
Admission as Unclassifed Student ____ 19
Admission as a Transfer Student ____ 19
Admission as an Auditor ____ 20
Foreign Students ____ 20
Program Planning ____ 20
Graduation Requirements ____ 20
Adding and Dropping Courses ____ 21
Attendance ____ 21

OTHER REGULATIONS ARE AS FOLLOWS

Transfer of College Credits ____ 21
Classification of Students ____ 21
Schedule of Classes ____ 22
Withdrawal ____ 22
Conduct ____ 22
Number System ____ 22
Housing Facilities ____ 22
Honor Roll ____ 22
Grading System ____ 23
Academic Standing ____ 23
Graduation Scholastic Honors ____ 24

SCHOLARSHIPS ____ 24
National Defense Student Loan Program ____ 25

EXPENSES ____ 26
Total Expenses For Residents of North Carolina ____ 27

TABLE OF CONTENTS — Continued

PROGRAMS OF STUDY ____ 28
- Liberal Arts (University Parallel) ____ 29
- Elementary Education (University Parallel) ____ 30
- Pre-Medicine (University Parallel) ____ 31
- Department of Business ____ 32
  - Proficiency Tests ____ 32
- Business Education (University Parallel) ____ 33
- Business Administration (University Parallel) ____ 34
- Secretarial Science (University Parallel) ____ 35
- Clerical Two-Year (Terminal) ____ 36
- Adult Education ____ 37
  - Course Offerings ____ 37

COURSE DESCRIPTIONS
- Art ____ 37
- Business ____ 38
- Secretarial Science ____ 39-40
- Education and Psychology ____ 40-41
- English ____ 41-42
- Foreign Languages ____ 42
  - French ____ 42
  - Spanish ____ 42
- Humanities ____ 43
- Mathematics ____ 43-44
- Music ____ 44
- Physical Education ____ 44-45
- Religious Education ____ 45
- Science ____ 45
  - Biology ____ 45-46
  - Chemistry ____ 46
  - Physics ____ 47
- Social Sciences ____ 47-48

DEGREES GRANTED ____ 48

ROSTER OF STUDENTS ____ 49-53

STUDENT ENROLLMENT ____ 54

SUMMARY OF GRADUATES ____ 54

CALENDAR OF EVENTS

1962 - 1963

Fall Semester, 1962

September 4-7	Pre-registration
September 10	Registration of Returning Students Who Have Pre-registered and Paid Registration Fee
September 10, 11, 13	Orientation of New Students
September 12	Registration of New Students Who Have Pre-registered and Paid Registration Fee
September 14	Registration of Students Who Have Not Pre-registered and Paid Registration Fee Prior to September 8
September 17	First Day of Classes
September 24	Last Day to Add Courses for Credit
October 8	Last Day to Drop Courses Without Penalty
November 20	Last Day of Classes before Thanksgiving Holidays
November 26	Classes Resume
December 21	Last Day of Classes before Christmas Holidays
January 2, 1963	Classes Resume
January 18	Last Day of Classes
January 21-25	Final Examinations

Spring Semester, 1963

January 24-25	Orientation of New Students and Pre-registration of Old Students
January 28	Registration of Returning Students Who Have Pre-registered and Paid Registration Fee
January 29	Registration of New and Other Students Who Have Not Pre-registered and Paid Registration Fee Prior to January 26
January 30	First Day of Classes
February 6	Last Day to Add Courses for Credit
February 20	Last Day to Drop Courses Without Penalty
April 12	Last Day of Classes Before Spring Holidays
April 22	Classes Resume
May 21	Last Day of Classes
May 23-29	Final Examinations
June 2	Graduation Exercises

SUMMER SESSION, 1963

First Term

June 6 ---------- Registration

June 7 ---------- First Day of Classes

July 4 ---------- Holiday

July 12 ---------- Last Day of Classes

July 15-16 ---------- Final Examinations

Second Term

July 22 ---------- Registration

July 23 ---------- First Day of Classes

August 26 ---------- Last Day of Classes

August 27-28 ---------- Final Examinations

BOARD OF TRUSTEES

J. Murrey Atkins, *Chairman*

Dr. Ernest A. Beaty

Thomas M. Belk

John J. DeLaney

Linn D. Garibaldi

Dr. Elmer H. Garinger,
Secretary

John Paul Lucas

C. A. McKnight

Addison R. Reese

Oliver R. Rowe

Sheldon P. Smith

Robert L. Taylor

Dr. Thomas Watkins, Sr.

Administrative Staff

JAMES F. ALEXANDER_____*Director*

KENNETH H. DIAMOND, JR._____*Registrar*

MRS. DOROTHY R. CRAWFORD_____*Librarian*

CALENDAR 1962-1963

SEPTEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Instructional Staff

AYTON, NIGEL M.——*French, Spanish*
A.B., Howard University
Certificate de francais, University of Paris
M.Ed., University of North Carolina

BOOTON, LAURA M.——*Secretarial Science*
B.S., Hampton Institution

BROWN, BERNARD L.——*Social Science*
A.B., Johnson C. Smith University
M.A., Columbia University

CARTER, ROBERT——*Business Administration*
B.S., North Carolina College

COUNTS, HERMAN L.——*Religious Education*
A.B.,Johnson C. Smith University
B.D., Johnson C. Smith University
M.A., McCormick Theological Seminary

CRAWFORD, DOROTHY R.——*Librarian*
A.B., Knoxville College
M.S. in L.S., Catholic University

FLOWE, MARY C.——*English*
A.B., Johnson C. Smith University
M.A., New York University

FREEMAN, DANIEL, III——*Physical Education*
B.S., Johnson C. Smith University

HART, LORENE G.——*English*
B.A., Morgan State College
M.A., Columbia University

HUNTER, DAVID L.——*Mathematics*
B.S., Johnson C. Smith University

LINDSAY, WILLIAM B.——*Speech, Music*
A.B., Fisk University
M.A., Temple University

MCKINNEY, MARTHA *L.*——*Education*
B.A., Johnson C. Smith University
M.A., Columbia University

MARTIN, HOYLE——*Social Science*
A.B., Benedict College
M.A., Syracuse University

PHARR, JACQUELINE A.——*Zoology, Botany*
B.S., Johnson C. Smith University
M.A., Columbia University

POTTS, ETHEL M.——*Adult Education*
A.B., Johnson C. Smith University
M.A., Columbia University

SMITH, CAROL T.——*Chemistry*
B.S., Livingstone College

SPIVEY, MARY P.——*Mathematics*
B.S., Livingstone College

COMMITTEES OF THE FACULTY

Executive Council

James F. Alexander, *Chairman*

Bernard L. Brown, *Vice Chr.*
Kenneth H. Diamond
David L. Hunter
Hoyle H. Martin
Mrs. Dorothy R. Crawford
Mrs. Mary P. Spivey

Admissions

Kenneth H. Diamond, *Chairman*

Hoyle H. Martin
Jacqueline A. Pharr
Mrs. Carol T. Smith

Commencement

Bernard L. Brown, *Chairman*

Mrs. Mary P. Spivey
Mrs. Dorothy R. Crawford
William B. Lindsay
Jacqueline A. Pharr
Mrs. Mary Flowe

Counseling

Hoyle H. Martin, *Chairman*

Jacqueline A. Pharr
Bernard L. Brown

Catalog

Kenneth H. Diamond, *Chairman*

David L. Hunter
Mrs. Laura M. Booton
Mrs. Mary P. Spivey
Rev. Herman L. Counts
Mrs. Martha L. McKinney

Curriculum

Bernard L. Brown, *Chairman*

Jacqueline A. Pharr
Robert Carter
Mrs. Ethel M. Potts
Kenneth H. Diamond
David L. Hunter
Mrs. Dorothy R. Crawford
Mrs. Mary Flowe
Hoyle H. Martin

In-Service Education

Bernard L. Brown, *Chairman*

Mrs. Dorothy R. Crawford
Mrs. Laura M. Booton
Mrs. Mary Flowe
Kenneth H. Diamond

Institutes and Community Service Projects

Robert Carter, *Chairman*
Mrs. Laura M. Booton
Mrs. Lorene G. Hart
David L. Hunter
Mrs. Carol T. Smith

Library

David L. Hunter, *Chairman*
Mrs. Dorothy R. Crawford
Robert Carter
Nigel M. Ayton
Bernard L. Brown
Mrs. Martha L. McKinney
Jacqueline A. Pharr
Mrs. Mary Flowe

Programs and Social Activities

Jacqueline A. Pharr, *Chairman*
Mrs. Mary Spivey
William B. Lindsay
Mrs. Dorothy Crawford

Public Relations

Hoyle H. Martin, *Chairman*
Robert Carter
Bernard L. Brown
Mrs. Martha L. McKinney
Mrs. Ethel M. Potts

Newspaper

Mrs. Mary Flowe, *Chairman*
Hoyle H. Martin
Mrs. Laura M. Booton

Annual

David L. Hunter, *Chairman*
Mrs. Dorothy R. Crawford
Jacqueline A. Pharr
Robert Carter

Scholarships, Loans, and Awards

Jacqueline A. Pharr, *Chairman*
Mrs. Dorothy R. Crawford
Bernard L. Brown
David L. Hunter
Robert Carter

Student Government

Hoyle H. Martin, *Chairman*
Bernard L. Brown
Mrs. Carol T. Smith

Teacher Welfare

Mrs. Martha L. McKinney, *Chairman*
Nigel M. Ayton
Mrs. Mary P. Spivey

GENERAL INFORMATION

OBJECTIVES

Mecklenburg College is a community college, desiring to serve the individual and the community by offering to young people and adults educational experiences for enriched living, cultural development, and responsible citizenship. Mecklenburg College is aware of the cross section of students it serves and is cognizant of the ever-changing concepts affecting today's youth in relationship to social and moral development. The administration and faculty believe that standards of moral, ethical, and social values should be maintained in order that our students may develop into the highest type of individuals. Furthermore, we aim to stimulate intellectual curiosity which will result in a constant search for the truth.

In fulfilling these goals, Mecklenburg College strives to accomplish the following specific objectives:

1. To develop competency for further academic or pre-professional study as a prerequisite to major fields in a four-year college or university. Thus a student who wishes to complete a four-year college course or prepare for a profession may complete the first two years at Mecklenburg College.
2. To offer a two-year program to meet the vocational needs of young people who wish to terminate training at the end of two years.
3. To make available to adults educational and vocational opportunities for the purpose of increasing their occupational competence and to provide occasions for self improvements not withstanding previous high school training.

DEGREES

The college confers the degree of Associate in Arts. Diplomas will be awarded to those students completing the two-year clerical program. Certificates are granted upon completion of courses in Adult Education.

THE HISTORY OF MECKLENBURG COLLEGE
(formerly Carver College)

In September of 1947 the Charlotte City School Board of Education under the direction of the Superintendent, Dr. E. H. Garinger, organized the Second Ward Extension School for returning veterans from World War II. Many of those individuals had not completed elementary school work. The program was centered around reading, writing, arithmetic and trades. The trades consisted of brick masonary, carpentry and blue-print reading. By 1948 this program had served over 1500 students. Those who were academically inclined requested to take the GED Tests in order to qualify for college entrance. Approximately thirty students passed this test and were eligible for college work. Dr. Garinger was willing for a college to be started provided a minimum of fifty students would register for the first session. Mr. Vernon A. Buck, who was then a teacher of distributive education at the West Charlotte High School, was appointed Director. Mr. Buck, with a full-time staff of two teachers and fourteen part-time teachers, interested enough students to meet the requirements of the organization of a junior college. The school was supported until 1954 on tuitional fees from students. The salaries of teachers were in many cases insufficient because tax money was not available. The citizens of Charlotte supported the School Bond Election in August of 1954 for the purpose of providing funds to embrace the programs at the two local community colleges. The students were interested in the Liberal Arts, University Parallel, Business Administration and Secretarial Science Programs. These departments have grown steadily since.

In 1949, Carver College was established under the direction of the Charlotte City School Board. This college, holding classes in the Second Ward High School Building, was limited to evening classes.

Mecklenburg (formerly Carver) College served a three-fold purpose in the community. First, it provided for young people a well-balanced general education program which would prepare them in specific requirements for junior standing in a senior college or university, for entrance to a professional school, and for the completion of the Associate in Arts degree. Second, it provided an accelerated high school unit which was accredited by the North Carolina Board of Education. Students who earned the state requirements of sixteen units were eligible for high school diplomas. Third, a vocational department prepared the student with specific requirements for gainful employment.

This broad program was centered around the demand presented by the returning veterans.

However, as time progressed, the enrollment of veterans decreased and the enrollment of non-veterans increased. In 1959,

the accelerated high school unit was discontinued. This new trend necessitated a revision of the objectives and curriculum. This revision limited the college curricula to two programs of study — university parallel and terminal.

On May 12, 1958, the control of the college was transferred from the Charlotte City School Board of Education to the Board of Trustees of the Charlotte Community College System, a newly appointed group which was made up specifically to govern the two local community colleges. Under this system, Mecklenburg College (formerly Carver College) is locally controlled and receives its support from three sources; a tax levy voted by citizens of Mecklenburg County and Charlotte, grant-in-aid from the state for capital outlay and operating cost, and tuition from students.

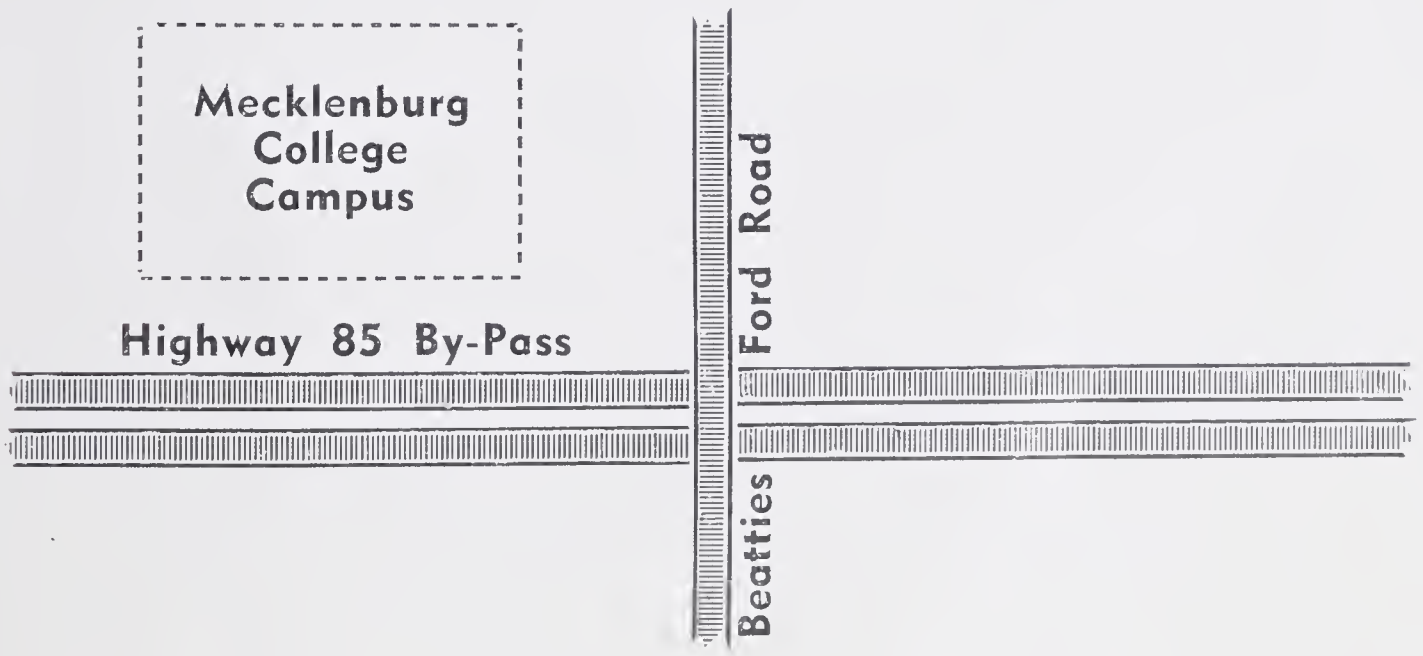
On December 19, 1961, by action of the Board of Trustees, the name of the college was changed from Carver College to Mecklenburg College.

This relatively young, vigorous, co-educational school, having proven the necessity of its existence, moved on January 8, 1962, to a new campus of 50 acres, located four miles northwest of Charlotte on Interstate Highway 85. The campus was chosen for its convenient location and scenic beauty. Two new buildings, air-conditioned and equipped with the most modern education facilities, are in use at this time.

LOCATION

Mecklenburg College is located at 7600 West Interstate Highway 85 in the City of Charlotte, Mecklenburg County, North Carolina.

The campus is situated in the western part of the city on West Interstate Highway 85 off Beatties Ford Road and may be reached by city bus service or taxi from the railroad or bus station.



Accreditation and Affiliation

Mecklenburg College is accredited by the North Carolina State Department of Education.

The college is working closely with officials of the Southern Association of Colleges and Secondary Schools for accreditation.

STUDENT PERSONNEL SERVICE AND GUIDANCE

Counseling and Guidance

The college maintains a guidance program under the direction of two part-time counselors and faculty members.

In order that students may receive the benefits of adult counsel, each new student is assigned to a member of the faculty who becomes his adviser throughout his stay at Mecklenburg College. Frequent conferences are scheduled during each semester to insure that the student may gain the greatest possible benefit from the guidance service.

Specific objectives of the guidance program are:

1. To develop independence of judgment
2. To assist in making wise occupational choices
3. To assist in the selection of courses leading to the realization of educational goals
4. To aid in solving personal and social problems

The Library

The Mecklenburg College Library, located in a wing of the Administration Building, is a useful as well as beautiful asset to the campus.

The book collection numbers more than seven thousand volumes to which approximately one thousand are being added annually. The periodical collection is made up of more than one hundred magazines, covering all areas of the curriculum plus those of a general nature. Eleven newspapers, including local, national, and international publications, are received regularly.

In addition to serving the faculty and students, the library is open to the alumni.

The facilities of the Charlotte-Mecklenburg Public Library are made available to the college.

Veterans' Education

Mecklenburg College trains veterans under the G. I. Bill of Rights. Veterans seeking training under the provisions of Public Law 16 or 894 (Federal Educational Rehabilitation Program), Public Law 346 (Servicemen's Readjustment Act), or Public Law 550 (Veterans' Readjustment Assistance Act of 1952) must enroll for a minimum of fourteen semester hours in order to receive full subsistence. Routines involving letters of eligibility, interruption of training, and the like are handled by the College Office. Technical questions relating to the Veterans Administration are referred to Mr. Vernon O. Tucker, Veterans' Service Officer who is located at 123 North Poplar Street, Charlotte, North Carolina.

Before the time of registration, each veteran who wishes to enter Mecklenburg College should do the following:

1. File at the college office the following:
   (a) Application for admission completely filled out.
   (b) Transcripts of all previous high school and/or college courses completed before or after induction or as a part of Army or Navy basic training or specialized training programs; also, records of courses taken by correspondence through the United States Armed Forces Institute. The latter records may be secured from United States Armed Forces Institute, Madison, Wisconsin. All transcripts and records should be sent directly from the school, college, or other agencies to Mecklenburg College.
2. Report to the College Office to receive definite instructions for making application for a Certificate of Eligibility and Entitlement, or if the veteran has interrupted his previous training in another institution, for a Supplemental Certificate of Eligibility.

At the time of registration the veteran should submit to the College Office a Certificate of Eligibility and Entitlement or a Supplemental Certificate of Eligibility.

Veterans in G. I. Bill training under Public Law 550 will receive a monthly educational and training allowance from the Government to help meet the expenses of their training and living expenses. Tuition, books, supplies, and other incidental fees are the personal responsibility of the veteran. A veteran will get his monthly allowance some time after the end of each month of training completed. Before the Veterans Administration can pay him, the law requires a certificate from both the veteran and his school or training establishment in which he was enrolled and pursuing his course during that period.

A veteran attending Mecklenburg College is required to maintain satisfactory academic achievement, attendance, and conduct.

Vocational Rehabilitation Services

Men and women who have suffered a disability which renders them vocationally handicapped or which might be expected to render them vocationally handicapped are eligible for services of the Division of Vocational Rehabilitation. These services include vocational counseling and guidance, medical treatment, training (payment of costs such as books, fees, tuition), and placement. These services are available to the individual at no cost, and may be secured upon application to the North Carolina State Vocational Rehabilitation office at 517 Insurance Lane, Charlotte, North Carolina.

Employment Service

In cooperation with the North Carolina Employment Service, the college offers employment service to assist students in securing part-time or full-time employment. Special attention will be given to placement of students who satisfactorily complete the requirements for graduation in the terminal curricula. Application should be made in person at the College Office and at the North Carolina Divisional Employment Office located at 118 West First Street, Telephone ED 3-7761.

Students proficient in a two-year clerical program are in demand and are usually placed immediately in local businesses and educational institutions as secretaries.

STUDENT ACTIVITIES

The development of the whole individual is the aim of the institution. Outside of the classroom, certain activities, designated as extracurriculur, are provided. The extracurricular program of the college contributes greatly to the cultural and intellectual development of the students. Many enriching experiences are provided through the close cooperation which is maintained between the administration and other civic and educational institutions of the city and nearby areas.

Student Government

It is the policy of Mecklenburg College to encourage and develop student self-government. Student government was organized the first quarter of 1949 at Mecklenburg (formerly Carver) and is continuing to function. The Student Council's functions are to serve the membership of the school in every possible way, forming certain committees vital to the student government program, promoting educational projects, and formulating, with the administration's approval, certain school policies.

Dramatics

The Mecklenburg STAGE CRAFTERS attempt to stimulate interest in all phases of dramatic expression. Plans for expansion of the drama program of the college are being formulated to include group discussions of pantomime, acting, make-up, playwriting, radio technique, and verse choirs. Emphasis is placed on the special training of individual students and the exchange of ideas in the field of dramatic art. The nucleus of the STAGE CRAFTERS is the class in speech.

Newspaper

To provide information for all persons interested in Mecklenburg College, THE MECKLENBURG CHRONICLE, official voice of the students, is published once each semester.

The duties and purposes of the newspaper are: to create a wholesome school spirit; to support the best traditions of the institution; to encourage worthy school activities; to record the history of the school; to offer training in journalistic projects; and above all, to afford a free and usage forum for expression and opinions in the tradition of our democracy.

College Yearbook — The Echo

The first Yearbook was published at the end of Mecklenburg's (formerly Carver) initial year in 1950 and henceforth is an annual publication. The purpose of the Mecklenburg Yearbook is to present a vivid account of the activities of the institution during the school year.

Athletics

Mecklenburg College's athletic program is limited to basketball and field events. Opportunity for other athletic activities will be added as interest, time, and enrollment indicate the need.

Recreation

Social activities, including dances, receptions, banquets, and coffee hours, are provided as leisure interests during the school year.

Honor Society

In September of 1951, the Honor Society was organized. To become a member of the Mecklenburg College Honor Society, a student must have made an average of "B" or above in at least thirty-two semester hours' work at Mecklenburg College.

To be eligible for active membership in the Honor Society, a student shall be registered and in good standing at Mecklenburg College. He shall be of sophomore classification and shall have earned a minimum of thirty-two semester hours of credit toward an Associate in Arts degree at Mecklenburg College. His scholarship standing in terms of the grade or honor point average shall be not less than 2.3, expressed under the system A equals 3; B equals 2; C equals 1; D equals 0. This average shall be computed by dividing the number of grade or honor points by the number of credit hours.

GENERAL REGULATIONS

Admission Requirements

First, an application form must be submitted. These forms, which indicate completely what information is required, may be obtained from and should be submitted to:

THE REGISTRAR
Mecklenburg College
Charlotte 8, North Carolina

Applicants must answer all questions on this application form in his own handwriting (in ink). In addition he must submit the following:

(a) Have an official transcript of academic record sent to the Registrar of the college. Student must have a "C" average or above

(b) A pre-entrance medical examination

(c) A recommendation from high school principal

(d) Three character references

Admission by Certificate of Graduation

The applicant should be (a) at least 16 years of age; (b) of sound moral character; and (c) high school graduate. He should present at least 16 units of completed high school work, seven of which are distributed as follows:

Standards

English (or English and Speech)	4 units
Mathematics	1 unit
History and Social Science	1 unit
Natural Science	1 unit
Electives	9 units

Admission by Examination

All entering freshmen will be required to take placement tests in English and mathematics. All who fail the English examination will be assigned to a remedial course in English, English 100. All who fail the mathematics examination will be assigned a remedial course in mathematics, Mathematics 100.

Admission by Special Examination

The college admits mature individuals, persons 18 years of age or over on individual approval. Applicants who in the opinion of the admissions committee are capable of carrying on college work are given an opportunity to pursue courses in the college.

Each applicant proceeds as follows:

(1) He must make application to the Registrar

(2) He must furnish evidence that he has sufficient ability and seriousness of purpose to do the work desired with profit to himself and the satisfaction of the college.

(3) Make a satisfactory score on the General Educational Development tests.

Admission as a Special Student

Applicants who cannot meet all entrance requirements without condition or who are not candidates for degrees may be admitted as special students upon approval of the admissions committee to courses for which they demonstrate sufficient qualification.

Admission as Unclassified Student

An applicant who gives evidence of having fulfilled entrance requirements but whose credentials are not on file at the time of registration, may be admitted provisionally as an unclassified student. The proper classification of such a student will be determined as soon as official credentials are received by the registrar of the college. A student may remain unclassified for one semester only.

Admission as a Transfer Student

All students who transfer to Mecklenburg College from other colleges must present official transcript of work taken at the other institutions, a complete separate, official transcript and a statement of honorable dismissal must be sent directly to the Admissions Office from each institution attended.

Credit will be granted only for those courses which the student has earned a grade of "C" or above. All courses with

"D" grades which will be presented for graduation must be repeated by the student while in residence at the college. No credit is given for courses not offered at Mecklenburg College.

The grade points for a transfer student are calculated only on the courses taken at Mecklenburg College and a student must do at least 15 semester hours of his required studies here in order to be considered an honor graduate.

Admission as an Auditor

Students who wish to audit courses must obtain the permission from the department head and register through the office of the Registrar.

Foreign Students

Foreign students should submit their credentials to the Registrar several months in advance of the semester in which they desire to enter the college. These credentials will be evaluated according to the general regulations governing admissions to Mecklenburg College.

Program Planning

Guided by his occupational choice and acting with the advice and approval of his faculty adviser, the student should plan his program carefully. He may enroll in any course offered by the college, provided that he meets the prerequisites specified in the catalog course description.

From twelve to sixteen units of work constitute the average program. *Students are advised not to attempt both full-time employment and full-time college work.*

Graduation Requirements

The Associate in Arts degree will be awarded to each student who:

1. Satisfies the course requirements of one of the curricula offered.
2. Has a quality point average of 1.0 or better.
3. Earns a total of at least 64 semester credits.
4. Has satisfactorily met all financial obligations to Mecklenburg College.
5. Demonstrates the quality of character essential for responsible citizenship.
6. Has been approved by the faculty.

Adding and Dropping Courses

In order to add or drop a course, a student must:

1. Secure a change of program card from the Registrar's office.
2. Secure the signature of each teacher involved, the counselor, and his adviser.
3. Return the card to the Registrar's office for approval.

If a student drops a course without carrying out the procedure above, he will automatically receive a grade of "F".

Attendance

Students are required to attend all classes, assemblies, and other exercises.

It is the belief of the administration that a student cannot be absent from any course an unlimited number of times and do acceptable work. To take care of illness or other good reasons, a limited number of excused absences will be allowed from each course. Students will be allowed as many unexcused absences as the course carries credit hours. Excessive unexcused absences, or "cuts," in any course will cause the mark of the student in said course to be reduced to the next lower grade or complete loss of credit for the semester in the course involved, if the number of absences exceeds the credit hours allowed in the course.

Other Regulations Are As Follows

1. Each unexcused absence or cut before or immediately after a holiday shall count as two cuts.
2. Assembly attendance is required for all students. The assemblies are planned to furnish educational opportunities for spiritual, cultural, and social growth.

Transfer of College Credits

Students who plan to transfer to a four-year college or university upon completion of their junior college work should inform their advisers when they enroll so that the possible loss of credit may be avoided.

Classification of Students

Freshman	0 - 15 semester hours - 15 quality points
Advanced Freshman	16 - 31 semester hours - 31 quality points
Sophomore	32 - 64 semester hours - 64 quality points
Special	Any student not working for a degree or certificate

Schedule of Classes

Classes are scheduled to meet Monday through Friday from eight o'clock in the morning until ten o'clock in the evening. Each class meets a minimum of fifty minutes.

Withdrawal

Students who find it impossible to continue their assigned classes at the College should make official withdrawal through the Registrar's office. Any student who leaves the college, except after the close of a semester, without notifying the office will receive a mark of "F" in all courses.

Conduct

Students are expected to conduct themselves in a proper and acceptable manner. Students who are found guilty of improper conduct, must report to the part-time counselor and the Director for disciplinary action. If suspension results, the student may be readmitted only at the discretion and approval of the administration. Any student dismissed from college for disciplinary reasons will forfeit any tuition refunds to which he might otherwise be entitled.

Number System

The first digit of the course number indicates the year. The second digit indicates the number of credit hours. The third digit indicates the sequence of courses in that area.

Housing Facilities

Mecklenburg College does not have dormitory facilities; however, there are private homes near the college in which students may live.

Honor Roll

A student must take a minimum of fifteen semester hours of work, and maintain at least a "B" average to qualify for the Honor Roll.

Grading System

			Grade Points
90 - 100	—	A Excellent	3
80 - 89	—	B Good	2
70 - 79	—	C Fair	1
60 - 69	—	D Poor, but passing	0
Below 60	—	F Failure	0
		P Passed	
		I Incomplete	
		W Withdrew	
		WP Withdrew Passing	
		WF Withdrew Failing	

Academic Standing

Work is considered satisfactory when a student maintains an average of "C" or higher; that is, the number of quality points earned equals or surpasses the number of semester hour credits pursued. Students who fail to maintain this average will have their records reviewed by the Admissions Committee at the end of each semester, and will be placed on warning and/or probation.

Warning: Whenever a student receives less than a "C" average for a semester's work, but is not deficient to the point where he is placed on probation, he will receive a warning notice in the mail.

Probation: A student is placed on probation and notice thereof entered on his permanent record whenever his scholastic record shows a cumulative deficiency of five or more grade points below a "C" or 1.0 grade point average.

A student who is placed on probation will be notified by mail of his status. When he receives such notice, he should contact his counselor as soon as possible.

A student remains on probation until he attains a cumulative "C" or 1.0 grade point average. Failure to achieve the specified quality points for two semesters in succession will result in the student's dismissal from the college. After one semester's absence from the full-time rolls, the student must petition the Admissions Committee in writing for readmission.

Students and parents are notified of deficiencies in scholarship upon completion of mid-term examinations. Final semester grades are available to students within four weeks of the end of the semester.

Graduation Scholastic Honors

With Distinction	— Students attaining an average of 2.0 to 2.29 for work done at Mecklenburg College
With Greater Distinction	— Students attaining an average of 2.3 to 2.69 for work done at Mecklenburg College
With Greatest Distinction	— Students attaining an average of 2.7 to 3.0 for work done at Mecklenburg College

SCHOLARSHIPS

The scholarship committee, consisting of faculty members of Mecklenburg College, works to provide funds for worthy students for each current year. This committee sponsors a benefit concert annually, the proceeds of which are added to the scholarship fund. Donations from local citizens and organizations are gratefully received.

The three broad areas of scholarship assistance are: (1) general scholarships (2) grants-in-aid and (3) workships.

The criteria for granting scholarships:

Entering freshman: (1) Student must have made formal application to Mecklenburg College (2) Must be a high school graduate with an average of "B" or above (3) Must have favorable recommendation from his principal and one individual other than a relative (4) Must have good character, moral responsibility, and personality (5) Should have plans of finishing a four-year college.

The Criteria for grants-in-aid:

Applicable to any student: (1) Before a student is eligible for a grant-in-aid, he must have been a full-time student in Mecklenburg College for one full semester; he must make application, and must have recommendation from the counselor and the student advisor (2) Must maintain an average of "C" or above (3) Must exhibit good citizenship (4) Must show definite need for financial assistance.

The criteria for workships:

(1) Student must be a full-time student in Mecklenburg College (2) Must maintain an average of "C" or above (3) Must make application and (4) Must show definite need for financial assistance.

Applications should be received by the scholarship committee not later than April 15 of each year in order to be considered for the next school year.

Among the scholarships for which students may apply prior to enrollment or during the period that they are enrolled at Mecklenburg College are:

THE CHARLOTTE NEWS SCHOLARSHIP: Two hundred and fifty dollars, donated by Mr. Brodie S. Griffith, editor of the Charlotte News, are available to entering freshmen.

THE CHARLOTTE OBSERVER SCHOLARSHIP: Two hundred and fifty dollars, donated by the Knight Publishing Company, are available to entering freshmen.

THE CORPORATE INVESTORS INSURERS SCHOLARSHIPS: Four $250 grants, totaling $1,000, are available from Mr. Harry C. Wolfe, Jr., president of Corporate Investors Insurers to promising students who plan to continue their studies at Mecklenburg College.

THE WINNINGHAM SCHOLARSHIP: Mr. and Mrs. J. L. Winningham have established this scholarship for worthy students with financial need who show a desire to continue their education.

THE BRYCIE BABER SCHOLARSHIP: Mrs. Brycie Baber has made a donation through the Charlotte Community College Foundation, Inc. to aid worthy students.

THE C. W. GILCHRIST SCHOLARSHIP: Mr. C. W. Gilchrist has made a donation through the Charlotte Community College Foundation, Inc. to aid worthy students.

THE MECKLENBURG COLLEGE FACULTY SCHOLARSHIP FUND: Faculty members at Mecklenburg College make annual contributions to a scholarship fund to perpetuate the support of deserving students.

National Defense Student Loan Program

Mecklenburg College qualified for the National Defense Student Loan Program which was set up in 1958-1959 by the Department of Health, Education, and Welfare in Washington, D. C. Its purpose is to stimulate and assist in the establishment at institutions of higher education funds for the making of low-interest loans to students with good academic records and who are in need thereof to pursue their course of study in such institutions.

Applications for loans are made to the special committee of the faculty in charge of this program.

Expenses*

TUITION:

a. The tuition fee for a resident of North Carolina is six dollars ($6.00) per semester hour credit or the equivalent in hours of instruction. Therefore, a student who enrolls for the normal load of 16 hours credit will be charged eighteen dollars ($18.00) per course or ninety-six dollars ($96.00) for six courses for the semester.

b. The tuition fee is twelve dollars ($12.00) per semester hour credit for non-residents of North Carolina. Students whose supporting parents (or guardians) have not been a bona-fide resident of the State of North Carolina for more than six months immediately preceding the day of his first enrollment in the institution shall be termed an out-of-state student with the following exceptions:

(1) A student over twenty-one years of age at the time of his first matriculation who has resided in North Carolina for more than one year other than by virtue of attendance at another college or temporary military assignment, preceding the day of his first enrollment.

(2) A student whose supporting parent is a regular employee of the Federal Government stationed in the state of North Carolina.

(3) A student whose supporting parent is a regular employee of the Federal Government who is employed outside of the state, but who through law is permitted to retain his North Carolina citizenship.

The furnishing of incomplete or incorrect information regarding residence may result in the student's dismissal from college. The Registrar's Office determines each student's residential status on the basis of existing information and interpretation of regulations.

REGISTRATION:

A registration fee of ten dollars ($10.00) will be charged each semester. An activity fee of seven-fifty ($7.50) will be charged each semester.

*Students interested in the deferred payment plan may secure information concerning the same from the business office.

TOTAL EXPENSES FOR RESIDENTS OF NORTH CAROLINA

FULL-TIME STUDENTS PER SEMESTER (16 hours)

Tuition ($6.00 per semester hour credit)	$ 96.00
Registration Fee	10.00
Student Activity Fee	7.50
Yearbook Fee	6.00
Total	$119.00

PART-TIME STUDENTS (8 hours)

Tuition ($6.00 per semester hour credit)	$ 48.00
Registration Fee	10.00
Student Activity Fee	7.50
Total	$ 65.50

One 3-hour course:

Tuition ($6.00 per semester hour)	$ 18.00
Registration Fee	10.00
Total	$ 28.00

SPECIAL FEES

Art 121	$ 4.00
Biology 133, 141, 142, 143, 231	7.50
Chemistry 141, 142, 241, 242	7.50
Physics 241, 242	7.50
Secretarial Science 131, 132, 231, 232, 233, 234, 227	3.00
Graduation Fee (Minimum)	6.00
Late Registration Fee	5.00
Transcript Fee (after issuance of first copy)	1.00

BOOKS AND SUPPLIES:

The cost of books and supplies is estimated at approximately twenty-five dollars ($25.00) per semester.

All charges for tuition and other fees are due and payable on the day of registration. Checks and money orders should be made payable to Mecklenburg College.

REFUNDS:

Periods of Actual Attendance Counted from day of Registration	Percent of Tuition and Fees Refunded
One day to two weeks (1 to 14 days)	80%
Between 2 and 3 weeks (15 to 21 days)	60%
Between 3 and 4 weeks (22 to 28 days)	40%
Between 4 and 5 weeks (29 to 35 days)	20%
After five weeks	0%

The registration fee is not refundable.

PROGRAMS OF STUDY

The programs of study contained in the following pages are classified as University Parallel, Terminal, and Adult Education. Those in the first category are intended for students who plan to transfer to a university or a senior college after completion of lower division work at Mecklenburg College. Those in the second category are intended for students who do not plan to transfer to a university or a senior college after completion of lower division work at Mecklenburg College, but wish to gain the best possible training in specific fields during two years of college, and plan to enter their chosen vocation upon graduation from Mecklenburg College. Programs in Adult Education make it possible for individuals to pursue non-credit courses for vocational advancement and cultural improvement.

UNIVERSITY PARALLEL CURRICULA

Any of the academic courses offered by this college, if properly selected, should be accepted for transfer to a senior institution and should count, without loss of credit hours, toward a bachelor's degree. However, a student who expects to continue his college career or to enter a professional school after leaving junior college should consult the catalog of the institution he expects to attend and select his courses accordingly. Although the Registrar will gladly assist the student in choosing the courses that will assure junior standing in the senior institution, the final responsibility for selecting the proper courses must rest with the student.

TERMINAL CURRICULA

It is possible for a student in the terminal program to do part-time work in his chosen field under the supervision of a trained co-ordinator and, at the same time, to gain credit towards graduation for this work-type educational experience.

Liberal Arts

(University Parallel)

First Year

First Semester

Required:

	Hours Credit
English 131	3
Mathematics 131 or 133	3
Education 111	1
General Chemistry 141 or General Biology 141*	4
Foreign Language 131	3
Physical Education 111	1

Second Semester

English 132	3
Mathematics 132 or 134	3
General Chemistry 141 or General Biology 141	4
Foreign Language 132	3
Physical Education 112	1
Social Science 131	3

Second Year

First Semester
Required:

English 221	2
English 231	3
Humanities 231	3
Psychology 231	3
Physical Education 211	1
Foreign Language 231	3

Second Semester

English 222	2
English 232	3
Physical Education 212	1
Foreign Language 232	3
ELECTIVES: At least 8 hours	

*If the student selects Chemistry 141 the first semester, then Biology 141 must be selected the second semester or vice versa.

ELEMENTARY EDUCATION

(University Parallel)

Suggested two-year curriculum leading towards the bachelor's degree in elementary education.

First Year

First Semester

	Hours Credit
English 131	3
Education 111	1
Foreign Language 131	3
Mathematics 131	3
Physical Education 111	1
Science 131	3
Art 221	2

Second Semester

English 132	3
Foreign Language 132	3
Mathematics 132	3
Physical Education 112	1
Science 132	3
Social Science 131	3

Second Year

First Semester

English 231	3
English 221	2
Education 221	2
Foreign Language 231	3
Physical Education 211	1
Psychology 231	3
Social Science 233	3

Second Semester

English 232	3
English 222	2
Foreign Language 232	3
Humanities 231	3
Physical Education 212	1
Social Science 234	3
Music 131	3

PRE-MEDICINE

(University Parallel)

The suggested program below should be followed by those students preparing for careers in professions such as medicine, dentistry or allied fields of either science. The Associate in Arts degree will be awarded upon satisfactory completion of the following program which meets the requirements for transfer towards the bachelor of science degree.

First Year

First Semester

	Hours Credit
English 131	3
Foreign Language 131	3
Mathematics 133	3
Chemistry 141	4
Physical Education 111	1
Social Science 233	3

Second Semester

English 132	3
Foreign Language 132	3
Mathematics 134	3
Chemistry 142	4
Physical Education 112	1
Social Science 234	3

Second Year

First Semester

English 231	3
Foreign Language 231	3
Biology 142	4
Chemistry 241	4
Physical Education 211	1
Biology 133	3

Second Semester

English 232	3
Foreign Language 232	3
Chemistry 242	4
Physical Education 212	1
Biology 143	4
Biology 231	3

DEPARTMENT OF BUSINESS

The curricula leading to the A. A. degree offer three programs:

(a) Business Administration — University Parallel

(b) Business Education — University Parallel

(c) Secretarial Science — University Parallel

Students completing the two-year clerical curriculum will receive a diploma.

Proficiency Tests

Students who have had some training in shorthand and typewriting will be given an opportunity to take proficiency tests to determine their placement in these courses.

BUSINESS EDUCATION
(University Parallel)

The student who elects the field of business education specializes in secretarial training, bookkeeping, accounting and general business. In addition he must take the basic courses in preparation for a teaching career. This curriculum prepares the student for teaching business subjects on the high school and college levels.

First Year

First Semester

	Hours Credit
Education 111	1
English 131	3
Mathematics 131	3
Secretarial Science 131	3
General Chemistry 141 or General Biology 141*	4
Education 221	2
Physical Education 111	1
Foreign Language 131	3

Second Semester

English 132	3
Mathematics 132	3
Secretarial Science 132	3
General Chemistry 141 or General Biology 141	4
Physical Education 112	1
Foreign Language 132	3
Business 234	3

Second Year

First Semester

English 231	3
Secretarial Science 133	3
Business 231	3
Secretarial Science 231	3
Psychology 231	3
Physical Education 211	1

Second Semester

English 232	3
Secretarial Science 134	3
Business 232	3
Secretarial Science 232	3
Physical Education 212	1
Social Science 131	3

*If the student selects Biology 141 the first semester, Chemistry 141 must be selected the second semester or vice versa.

BUSINESS ADMINISTRATION

(University Parallel)

This curriculum aims to give training suitable for those students who intend to prepare for careers in business such as, accounting, banking, management, retailing, selling, personnel, and other related office work.

First Year

First Semester

	Hours Credit
English 131	3
Education 111	1
Mathematics 131	3
Secretarial Science 131	3
General Chemistry 141 or General Biology 141*	4
Psysical Education 111	1
Foreign Language 131	3

Second Semester

English 132	3
Mathematics 132	3
Secretarial Science 132	3
General Chemistry 141 or General Biology 141	4
Physical Education 112	1
Business 234	3
Foreign Language 132	3

Second Year

First Semester

English 231	3
Business 231	3
Business 235	3
Social Science 231	3
Physical Education 211	1
Social Science 131	3
English 221	2

Second Semester

English 232	3
Business 232	3
Business 236	3
Social Science 232	3
Physical Education 212	1
English 222	2

*If the student selects Biology 141 the first semester, Chemistry 141 must be selected the second semester or vice versa.

SECRETARIAL SCIENCE
(University Parallel)

Students who enroll in this curriculum should plan for a career as a private secretary or an executive secretary. Courses include those for general enrichment, the fundamentals of business and specific skills.

First Year

First Semester

	Hours Credit
Education 111	1
Secretarial Science 131	3
Secretarial Science 133	3
Physical Education 111	1
English 131	3
Mathematics 131	3
General Chemistry 141 or General Biology 141*	4
Foreign Language 131	3

Second Semester

Secretarial Science 132	3
Secretarial Science 134	3
Physical Education 112	1
English 132	3
Mathematics 132	3
General Chemistry 141 or General Biology 141	4
Foreign Language 132	3

Second Year

First Semester

Secretarial Science 231	3
Secretarial Science 233	3
Physical Education 211	1
English 231	3
Mathematics 231	3
Social Science 131	3

Second Semester

Secretarial Science 232	3
Secretarial Science 234	3
Physical Education 212	1
English 232	3
Mathematics 232	3
Psychology 231	3

*If the student selects Biology 141 the first semester, Chemistry 141 must be selected the second semester or vice versa.

CLERICAL TWO YEAR
(Terminal)

This program in the business department is for non-transfer students. The purpose of this curriculum is to prepare the student for immediate employment in the field of business on completion of two years of training. Students completing this curriculum will receive a diploma.

First Year

First Semester

	Hours Credit
Secretarial Science 131	3
Secretarial Science 133	3
Mathematics 231	3
English 131	3
Education 111	1
English 221	2

Second Semester

Secretarial Science 132	3
Secretarial Science 134	3
Mathematics 232	3
English 132	3
Business 121	2
Secretarial Science 225	2
English 222	2

Second Year

First Semester

Secretarial Science 231	3
Secretarial Science 233	3
English 233	3
Secretarial Science 226	2
Business 231	3
Business 234	3

Second Semester

Secretarial Science 232	3
Secretarial Science 234	3
English 234	3
Secretarial Science 227	2
Business 232	3
Business 235	3

ADULT EDUCATION

(Informal and Non-Credit Courses)

Registration is open to everyone fifteen years of age or older. The high school diploma is not required for entrance.
PURPOSE: The purpose of this program is (1) to provide adults with the opportunity to improve their competence in their chosen vocation, to train for cultural self-improvement; and (2) to co-operate with business, industry, the professions, and community agencies in establishing training courses to increase the efficiency of their personnel.

CLASS SESSIONS: All classes meet in the evening, and are planned in accordance with the student's past training, future plans and interests.

TUITION AND FEES: Cost for sixteen weeks or one semester is $20.00 per course. Cost for short courses vary according to nature of the offerings.

Course Offerings

Interior Decorating
Sign and Show Card Drawing
Merchandising
Human Relations in Business
Business Machines
Typewriting
English for Beginners
Public Speaking
Book Reviewing
Family Relations
Basic Arithmetic
Driver Education
Child Development
Language Arts

COURSE DESCRIPTIONS

Art

Art 221. FUNDAMENTALS OF DRAWING FOR PRIMARY AND GRAMMAR GRADES. Students preparing to teach will be taught the principals fundamental to successful drawing for elementary classroom purpose. One one-hour lecture period and one two-hour laboratory period each week. Credit: 2 semester hours.

Business 121. HUMAN RELATIONS IN BUSINESS. Deals with the problems which face the secretary in working with office personnel and office executives. Personal adjustment, including emotional, social, and physical needs, will be discussed in the light of modern psychological research. Credit: 2 semester hours.

Business 231. ELEMENTARY ACCOUNTING. An introductory course in the field of accounting. Topics covered include the theory of debits and credits and the construction of the trial balance, work sheet, profit and loss statement, and the balance sheet. The problems and materials used are characteristic of the single proprietorship form of business organization. One laboratory and two lecture hours per week. Credit: 3 semester hours.

Business 232. ELEMENTARY ACCOUNTING. The basic principles and problems relative to partnerships, corporations, departmentalization, branch and manufacturing activities will be covered in this course. Two lectures and one laboratory hour per week. Credit: 3 semester hours. Prerequisite: Business 231.

Business 233. INTERMEDIATE ACCOUNTING. More advanced theory and problems in the analysis, classification and presentation of balance sheet items, and interpretation of financial statements. Credit: 3 semester hours. Prerequisite: Business 232.

Business 234. INTRODUCTION TO BUSINESS OPERATION AND MANAGEMENT. A general survey of the business world describing the functions of business, business organization, management, and control. Units on historical background, business ethics, legal form of business enterprises, marketing, selling, advertising, competition and monopoly, banking, and personnel management. Credit: 3 semester hours.

Business 235. BUSINESS LAW. A practical course geared to everyday use which contains much valuable legal information on rights and duties. The first course covers such fields of law as contracts, agency, negotiable instruments, and insurance. Credit: 3 semester hours.

Business 236. BUSINESS LAW. This second course covers the fields of bailments, personal property, sales, corporation, and real property. Provides knowledge of value to all persons. Especially recommended to students who plan to enter the business or professional fields. Credit: 3 semester hours. Prerequisite: Business 235.

Business 237. APPLIED BOOKKEEPING. Familiarization with basic accounting concepts, principles, and theory. Credit: 3 semester hours.

Business 238. APPLIED BOOKKEEPING. Mechanics of record keeping, statement preparation and use. Credit: 3 semester hours. Prerequisite: Business 237.

Secretarial Science

Sec. Sci. 131. ELEMENTARY TYPEWRITING. Includes learning the keyboard, operating parts of the machine, care of the machine, writing simple letters, simple tabulation, continuity writing. Minimum rate for course credit is 30 CWPM. Credit: 3 semester hours.

Sec. Sci. 132. ELEMENTARY TYPEWRITING. Instruction in typewriting is a continuation of that given in Sec. Sci. 131. Minimum rate for course credit is 50 CWPM. Credit: 3 sem. hrs. Prerequisite: Sec. Sci. 131.

Sec. Sci. 133. ELEMENTARY SHORTHAND. Development of reading and writing skills in Gregg Shorthand Simplified. Credit: 3 sem. hrs.

Sec. Sci. 134. ELEMENTARY SHORTHAND. Continuation of shorthand 133. Building of shorthand writing speed. Credit: 3 sem. hrs. Prerequiiste: Sec. Sci. 133.

Sec. Sci. 231. INTERMEDIATE TYPEWRITING. Technical typewriting is emphasized through tabulation, stencil cutting, report making, and other practical duties. Credit: 3 sem. hrs. Prerequisite: Sec. Sci. 132.

Sec. Sci. 232. ADVANCED TYPEWRITING. Improvement of speed, accuracy, and machine manipulation. Specialized instruction is given in advanced techniques, duplication processes, and forms common to office work. Credit: 3 sem. hrs. Prerequisite: Sec. Sci. 231.

Sec. Sci. 233. ADVANCED STENOGRAPHY AND TYPEWRITING. A review of techniques in typing and shorthand for the purpose of developing speed. Emphasis is placed on the advanced dictation take rates and transcription rates. Credit: 3 sem. hrs. Prerequisite: Sec. Sci. 134 and 232.

Sec. Sci. 234. TRANSCRIPTION. To develop the ability to transcribe accurately, to use machines and materials properly and to promote habits of performance that are desirable for satisfying the requirements of business. Credit: 3 sem. hrs. Prerequisite: Sec. Sci. 233.

Sec. Sci. 225. FILING. A comprehensive coverage of filing fundamentals; rules for alphabetical indexing, card and correspondence filing methods, charge and follow-up methods, and transfer methods. Credit: 2 sem. hrs.

Sec. Sci. 226. OFFICE PROCEDURES. This is a technical terminal course in which some of the practical problems encountered by the secretarial worker are presented. Greater competency in office skills and procedures, with emphasis on applied typing, duplicating, filing, recording, and transcribing, is developed to qualify the student for high-level positions of responsibility in office employment. Credit: 2 sem. hrs. Prerequisite: Sec. Sci. 134 and 225.

Sec. Sci. 227. INTRODUCTION TO BUSINESS MACHINES. Development of skill in operating full-keyboard and ten-key adding machines, duplicating machines and the use of the dictaphone. Credit: 2 sem. hrs. One hour lecture; one hour laboratory. Prerequisite: Math 231.

Education and Psychology

EDUCATION 111. FRESHMAN ORIENTATION. All freshmen registering for courses leading to the Associate in Arts degree are required to take orientation which aims to assist the student in making the most effective and rapid adjustment to college life. This course involves a series of lectures and discussions on the purpose of a college education; how to use the library; how to study; current events; development of culture; vocational and occupational guidance. Cooperating in this course are the Library, the Department of Social Science, the Department of English and Foreign, Language, Art, and Music, and the offices of the Director and the Registrar. Credit: 1 sem. hr.

EDUCATION 221. INTRODUCTION TO EDUCATION. This course is a comprehensive study of the school. The course begins with a short review of the European background of education and then makes an extensive study of the development of the theories and practices of American education. It may be elected by candidates for the Elementary and High School Teacher's Certificate. Credit: 2 sem. hrs.

PSYCHOLOGY 231. GENERAL PSYCHOLOGY. General problems of personality, adjustment and mental health are presented in this course. It is designed to meet the needs of both students who wish to continue in the field of psychology and those who will do no further work in the field. Credit: 3 sem. hrs.

PSYCHOLOGY 232. EDUCATIONAL PSYCHOLOGY. A systematic presentation of the psychological and biological bases of growth and development, the effective use of the emotions in learning and behavior, the techniques involved in learning, relationships, and a study of individual differences and their specific implications and applications to school and classroom activities. Required of candidates for the Primary, Grammar

Grade, and High School Teacher's Certificate. Credit: 3 sem. hrs. Prerequisite: Psychology 231.

PSYCHOLOGY 233. ADOLESCENT PSYCHOLOGY. A comprehensive view of the physical, emotional, social, moral and intellectual growth of adolescents. This course is designed to aid prospective teachers and adolescents in understanding the problems of this period of growth and development. Credit: 3 sem. hrs.

ENGLISH

English 100. REMEDIAL ENGLISH. This non-credit course is required of all freshmen and new students who fail to pass the English Placement Test. Students remain in this course until satisfactory performance is merited on a standardized test. (fall and spring)

English 131. ENGLISH COMPOSITION. A study of the fundamental principles of current English grammar and the application of these principles in sentences, paragraphs, and short themes. Credit: 3 sem. hrs.

English 132. ENGLISH COMPOSITION. This course is designed for continued practice in English composition. There will be the study of well-known writings. Emphasis will be placed upon the writing of themes and research papers. 3 sem. hrs. Prerequisite: English 131.

English 231. INTRODUCTION TO WORLD LITERATURE. Interpretation and appreciation of Poetry and the Short Story. Credit: 3 sem. hrs.

English 232. INTRODUCTION TO WORLD LITERATURE. Interpretation and appreciation of the Novel and Drama. Credit: 3 sem. hrs. Prerequisite: English 231.

English 221. FUNDAMENTALS OF SPEECH. Emphasis is placed on control of voice and development of confidence and poise. Elementary study of the techniques and delivery of various types of speeches. Credit: 2 sem. hrs.

English 222. FUNDAMENTALS OF SPEECH. Designed to meet the future career needs of the student. Covers the art of conversation; the interview and the conference, all with emphasis on the psychology of persuasion. Vocal deficiencies and personal mannerisms are analyzed in order to produce a pleasing impression. Credit: 2 sem. hours. Prerequisite: English 221.

English 233. BUSINESS ENGLISH. A study of the fundamentals of grammar and specific application to business documents and other business papers, practical training in business writings, the editing of business materials, proof reading, and corrections.

English 234. BUSINESS CORRESPONDENCE. Provides instruction and practice in writing business letters. The machanics, appearance, and letter usage of English are stressed. Letters of inquiries, orders and acknowledgments, collection letters, sales letters, letters of application, claim and adjustments, and report writing are included. Credit: 3 sem. hrs. Prerequisite: English 233.

FOREIGN LANGUAGES

French

French 131. ELEMENTARY FRENCH. Pronunciation. Explanations and drill in basic principles of grammar. Easy readings. Dictations and daily oral practice. Credit: 3 sem. hrs.

French 132. ELEMENTARY FRENCH. Explanations and drill in basic principles of grammar. More advanced readings. Conversation. Credit: 3 sem. hrs. Prerequisite: French 131 or its equivalent.

French 231. INTERMEDIATE FRENCH. A review of grammar, reading of moderately difficult prose, practice in oral and written French. Credit: 3 sem. hrs. Prerequisite: French 131-132 or their equivalent.

French 232. INTERMEDIATE FRENCH. The reading of works by outstanding French authors of the 17th - 19th centuries. Credit: 3 sem. hrs. Prerequisite: French 231 or its equivalent.

Spanish

Spanish 131. ELEMENTARY SPANISH. Pronunciation, understanding of grammatical constructions, easy readings, dictations, and daily oral practice. Credit: 3 sem. hrs.

Spanish 132. ELEMENTARY SPANISH. Supplementary to Spanish 131. Introduction to the reading of standard Spanish. Credit: 3 sem. hrs. Prerequisite: Spanish 131 of its equivalent.

Spanish 231. INTERMEDIATE SPANISH. Review of grammar, reading of moderately difficult prose, practice in oral and written Spanish. Credit: 3 sem. hrs. Prerequisite: Spanish 131-132 or their equivalent.

Spanish 232. INTERMEDIATE SPANISH. The reading of outstanding Spanish prose. Conventrated drill in written and spoken Spanish. Credit: 3 sem. hrs. Prerequisite: Spanish 231 or its equivalent.

Humanities

Humanities 231. SURVEY OF HUMANITIES. This course is designed to acquaint the student with the intellectual, emotional, and artistic values of Western Civilization. Special attention is given to the examination of methods for criticism and evaluation of ideas. Emphasis is placed upon the development of an appreciation and understanding of the humanities, including philosophy, literature, music, architecture, sculpture, and painting.

Mathematics

Mathematics 100. REMEDIAL MATHEMATICS. This non-credit course is required of all freshmen and new students who fail to pass the mathematics placement test. Fall and spring.

Mathematics 131-132. GENERAL MATHEMATICS. Is designed to give the essential mathematical background for college work other than in the fields of mathematics and science. The first semester includes such topics as the number systems and solutions of Algebraic equations similar to those confronted in the social and economic world, etc. The second semester is a continuation of the first but with more emphasis placed on statistical and formula graphs, practical geometry, and trigonometry. Credit: 3 sem. hrs.

Mathematics 133. ALGEBRA I — COLLEGE ALGEBRA. Functions and their graphs, equations, and their solutions, systems of linear equations, determinants, exponents, quadratic equations, inequalities, variations, progressions, mathematical induction, binominal theorem, complex numbers, theory equations. Credit: 3 sem. hrs.

Mathematics 134. PLANE TRIGONOMETRY. Identities, reduction, addition formulas, graphs, trigonometric equations, inverse trigonometric functions, solution of right and oblique triangles. Credit: 3 sem. hrs. Prerequisite: Mathematics 133.

Mathematics 200. PLANE GEOMETRY. This non-credit course in high school plane geometry is required of all majors and minors who enter the college without entrance credit in this subject. Fall and spring.

Mathematics 231-232. BUSINESS MATHEMATICS. Application of mathematics in typical accounting, financial, and other business problems, including bank discounts, trade discounts, weighted averages, merchandise markup and turnover, application of compound interest principles to annuity, sinking fund, and amortization problems. Credit: 3 sem. hrs.

Mathematics 233. ALGEBRA II — ADVANCED COLLEGE ALGEBRA. This course is designed to increase skill and technique in algebraic operations for advanced study in mathematics. The following topics are included: inequalities, theory and application probability, summation of series, permutations and combinations, partial fractions, continued fractions, etc. Credit: 3 sem. hrs. Prerequisite: Mathematics 133.

Mathematics 234. PLANE ANALYTIC GEOMETRY. A thorough study of Cartesian coordinates, curves, loci, straight line, circle, polar co-ordinates and conic sections completes the plane analytic geometry. Co-ordinates in space, loci, the plan and the straight line complete the course. Credit: 3 sem. hrs. Prerequisite: Mathematics 134.

Mathematics 235. DIFFERENTIAL CALCULUS. The fundamentals of differential calculus; maxima and minima; rates; curve tracing and application of derivatives, etc. Credit: 3 sem. hrs. Prerequisite: Mathematics 234.

Mathematics 236. INTEGRAL CALCULUS. Fundamentals of integral calculus, application of integrals to measurements of arcs, areas, and volumes, etc. Credit: 3 sem. hrs. Prerequisite: Mathematics 235.

Mathematics 237. DIFFERENTIAL AND INTEGRAL CALCULUS. A continuation of integral calculus. Solutions of equations, application of integrals, center of gravity, movement of inertia, double and triple integration. Credit: 3 sem hrs. Prerequisite: Mathematics 236.

Mathematics 238. INTRODUCTION TO MODERN MATHEMATICS. Basic properties of groups, rings and fields of integers. Real and complex numbers. Polynominals and the solution of polynominal equations. Determinates and matrices. Credit: 3 sem. hrs. Prerequisite: Mathematics 134.

Music

Music 111. CHORAL ENSEMBLE. Sacred and secular choral music offering excellent practical opportunities for expression in part singing. A cappella and accompanying singing. Two hours per week. Credit: 1 sem. hr.

Music 231. MUSIC APPRECIATION. Designed for the grade school teacher who is not a music specialist and covers methods, materials and activities in music appreciation. Credit: 3 sem. hrs.

Physical Education

Physical Education 111-112. PHYSICAL PRACTICE. An activity course consisting of calisthenics, marching tactics, tumbling and stunts, group games, group sports. Credit: 1 sem. hr.

Physical Education 211-212. PERSONAL HYGIENE. Scientific information on nutrition, muscular exercise, sleep, bathing, reproduction and the most advantageous utilization of time and energy. Lectures, class reports, discussions, and individual conferences will be held. Credit: 1 sem. hr.

Religious Education

Religious Education 121. EARLY HEBREW RELIGION AND LIFE. The purpose of this course is to make a survey of early Hebrew culture with emphasis on its moral and spiritual growth as reflected in the early religious concepts of the Old Testament. Credit: 2 sem. hrs.

Religious Education 122. LATER HEBREW RELIGION AND LIFE. This course is designed for a study of life, culture, and religious growth as reflected through the prophets, poets, and later Hebrew writers. Credit: 2 sem. hrs. Prerequisite: Religious Education 121.

Religious Education 221. LIFE AND TEACHINGS OF JESUS. The world in which Christianity arose is studied with emphasis on the life and teachings of Jesus as seen in New Testament literature.

Religious Education 222. LIFE AND LETTERS OF PAUL. The course is organized to give a portrayal of the Greco-Roman world and the life of Paul. A study of the Pauline letters is made to discover the role Paul played in all phases of the growth of the Christian church. Credit: 2 sem. hrs. Prerequisite: Religious Education 221.

The courses in religious education may be elected for credit by any student in the college; however, they are required of those who plan to enter senior, church-related colleges.

Science

Biology

Biology 131. SURVEY OF BIOLOGICAL SCIENCE. A course designed for students not majoring in biology. This course deals with the fundamental principles of plant and animal life and their relation to human welfare. Credit: 3 sem. hrs.

Biology 133. BOTANY. This course is designed to show the relation of plants to mankind. Lecture and laboratory work dealing with the structure, function, economic importance of various forms of plant life. Two lectures and one two-hour laboratory. Credit: 3 sem. hrs.

Biology 141. GENERAL BIOLOGY. A comprehensive, one semester course dealing with the development, function, evolution, structure, and economic importance of selected specimens of plant and animal kingdoms. Three hours lecture and one hour laboratory. Credit: 4 sem. hrs.

Biology 142-143. INVERTEBRATE ZOOLOGY-VERTEBRATE ZOOLOGY. A comprehensive comparative study of the invertebrates and vertebrates, their morphology, anatomy, physiology, and phylogenic relationship with special emphasis on their relationships to man and diseases they cause. Two lectures and four laboratory hours per week for two semester. Credit: 4 sem. hrs.

Biology 231. HUMAN ANATOMY AND PHYSIOLOGY. A study of the human body with emphasis on the circulatory system, nervous system, muscle and bones. This course is designed for those interested in medicine, nursing, physical education. Three lectures and one laboratory. Credit: 3 sem. hrs. Prerequisite: Biology 133, 141, or Biology 142, 143.

Chemistry

Chemistry 141-142. GENERAL CHEMISTRY. A systematic study of fundamental principles, theories, and calculations in general inorganic semi-microchemistry. A non-applied course intended to provide a foundation for advanced work in chemistry as well as to provide the non-professional student with a better understanding of his physical environment. A considerable amount of time is spent on problems, solutions, and other calculations of value to the student. Two hours of lecture and four hours of laboratory each week per semester. Credit: 4 sem. hrs.

Chemistry 241. QUALITATIVE ANALYSIS. The laboratory work will consist of a thorough study of the properties of cations and anions, combined with systematic analysis of unknowns by semi-micromethods. The class work will be concerned with a study of the theory of solution, ionization constants and solubility products. Two hours of lecture and six hours of laboratory each week. Credit: 4 sem. hrs. Prerequisite: Chemistry 141-142.

Chemistry 242. ORGANIS CHEMISTRY. This course is intended to familiarize the student with the principal types of organic compounds. It is designed to meet the needs of pre-professional students in the fields of medicine, dentistry, medical technicians. Three hours of lecture and 5 hours of laboratory each week. Credit: 4 sem. hrs. Prerequisite: Chemistry 241.

Physics

Physics 132. SURVEY OF PHYSICAL SCIENCE. A survey of astronomy, chemistry, geology and physics, giving the student a fair panoramic view of the universe in which he lives and his relation to it. Some appreciation of the scientific method, as well as the contributions of the physical science to the solution of some contemporary problems. Credit: 3 sem. hrs.

Physics 241-242. GENERAL PHYSICS. Physics 241 covers mechanics, heat and sound. Physics 242 covers electricity and magnetism, optics, and special topics. Two lecture and four laboratory hours a week for two semester. All parts must be completed to receive credit. Credit: 4 sem. hrs.

Social Sciences

Social Science 131. SURVEY OF SOCIAL SCIENCE. A survey of the development of Eastern Civilization with considerable time given to a study of the part which biological, psychological and geographic factors have played in human society. Consideration is also given to the composition and distribution of populations. Offered each semester. Credit: 3 sem. hrs.

Social Science 132. PRINCIPLES OF GEOGRAPHY. An introductory course in the field of geography dealing with the earth and its planetary relations, map representations, climate and climate elements, land forms, soils and man's relation to his physical environment. Credit: 3 sem. hrs.

Social Science 133. REGIONAL GEOGRAPHY. A study of the major regions of the world against the background of their natural, cultural, and economic environments. Credit: 3 sem. hrs. Prerequisite: Social Science 132.

Social Science 134-135. EUROPEAN HISTORY. A course in modern history giving a general survey of Europe from the Reformation period to the present. Political, social, and economic aspects are covered. Credit: 3 sem. hrs.

Social Science 231-232. PRINCIPLES OF ECONOMICS. An introductory course in Principles and Theory of Economics. Credit: 3 sem. hrs.

Social Science 233. HISTORY OF THE UNITED STATES TO 1865. A study of the United States from its European background to 1865. Credit: 3 sem. hrs.

Social Science 234. HISTORY OF THE UNITED STATES SSINCE 1865. A study of the United States from 1865 to present. Credit: 3 sem. hrs. Prerequisite: Social Science 233.

Social Science 235. AMERICAN GOVERNMENT. Analysis of legislative, executive and judicial branches of the Federal Government. Credit: 3 sem. hrs.

Social Science 236. COMPARATIVE GOVERNMENT. A comparative study of foreign governments, especially in Great Britain, France, the United States, and Soviet Russia. Credit. 3 sem. hrs. Prerequisite: Social Science 235.

Social Science 237. PRINCIPLES OF SOCIOLOGY. This is an introduction of the study of society, providing essentials for an intelligent understanding of the forces making for group life and for specialized study of sociological problems. Credit: 3 sem. hrs.

Social Science 238. SOCIAL PROBLEMS. The problems of population, the family, distribution of wealth and income, labor and management relationships, race relations, health, crime, juvenile delinquency, insanity and mental deficiency, social planning, and democracy are investigated and studied. Credit: 3 sem. hrs.

DEGREES GRANTED
June, 1962
CANDIDATES FOR THE ASSOCIATE IN ARTS DEGREE
Department of Liberal Arts

Alexander, Catherine
**Bagby, Emanuel
Barnett, Samuel Lee
Cook, Betty Lou
†Jones, Howard Louis
**Lewis, Janet Patricia
**McDonald, Mildred Juanita
McGill, Walter Lee
**McLaughlin, Leonora
*Mansel, John
**Mitchell, George William
O'Rear, Vance, Jr.
†Phifer, Ulysses, Jr.
Pruitt, Claudia Willie
Springs, Marguerite
Springs, Zachariah
Sullivan, Rebecca Phifer
†Young, Bettye Jean

Business Education
(University Parallel)

*Anthony, Nancy Carolyn
McIlwain, JoeAnn
White, Estella Moffett

SECRETARIAL SCIENCE AND GENERAL BUSINESS
(Terminal)

Belton, Loretta
Blackmon, Mae Rose
Blount, Shirley Ann
*Bost, Bettye Louise
**Potts, Geraldine
Roseboro, Kathleen
*Tyson, Daisy Ruth

**With Greater Distinction
*With Distinction
†Completed requirements as of July 17, 1961

ROSTER OF STUDENTS

ADVANCED FRESHMEN

Able, Willie
Adams, Ethel
Alexander, Fred
Allen, Bessie
Anderson, Samuel
Anderson, Willie Hubert
Austin, Evelyn Christine
Brown, James Nathaniel
Brown, Willie Mae
Bundridge, Annie Ruth
Burris, Roxie Harrison
Carrothers, John Lee
Chaskley, Johnell David
Dargins, Allen, Jr.
Davis, Margaret Louise
Dixon, Rhonia
Douglas, Robert
Erwin, Willie Edward
Ezell, Louise
Favors, Anna Rose
Favors, Elsie Mae
Ford, Freddie
Foster, Bettie Jean
Gatewood, Flossie Leak
Gist, Jivers
Glover, Edward
Goode, Helen
Grier, Cleveland William
Hafer, Sarah Ann
Helton, Willie Ann
Houston, Yvonne, Marie
Howard, George, Jr.
Hunter, Ralph
Johnson, Annie Lillie
Jordan, Willie Mae
Little, Charlie Roman
McCorkle, J. Loy
Mason, Edward
Menton, Etta Gaston
Miller, Naomi
Morrison, Donald Richard
Paschal, Asa Earl
Phifer, Johnnie
Powell, Herbert
Pride, William Edward
Rearden, Arthur James
Reddick, Gene Artry
Reid, Anna Bell
Rhodes, William Cornelius
Sadler, James Robert
Sanders, Dorothy Bruce
Simpson, Fred Lee
Simpson, Jimmie
Spears, Bobby Lee
Steele, Walter Lee
Swift, Howard
Taylor, Mable Way
Thomas, Henry
Threatt, Nina Mae
Wagoner, Virginia
Wall, Eugene
Wallace, Derrick
Weathers, Doris Ann
White, Eleanor
Whitmire, James
Wilson, Maggie Carolyn
Wright, Dorothy Louise

FRESHMEN

Alexander, Edna Mae
Allen, Thomas
Anderson, Sammie
Ashford, Nellie Rose
Barnett, Samuel Eugene
Blocker, Barbara Ann
Boulware, Willie Patricia
Bowman, Jerome Lawrence
Boyd, Bernice
Boykin, Nathaniel
Brown, Carolyn
Brown, Christine
Byers, Sammie Esther
Caldwell, Bessie Alexander
Caldwell, Blondell Louise
Caldwell, Lizzie Beth
Camp, Catherlene
Carmichael, Marion Thomas
Carrouthers, Charles Edward
Clark, Albert Holloway

Freshmen (Continued)

Bradley, Charles
Brevard, Mary Lee
Brooks, Carrie Lee
Brooks, Janetta Priscilla
Brown, Billy Frank
Cureton, Alberta
Cureton, Mary Helen
Davis, Ernestine
Degree, Averee
Degree, Callie
Dixon, Joyce
Dunlap, Eva Mae
Dunlap, Rosa Lee
Dunlap, William Samuel
Dykes, Estella Couthen
Elder, Queen Esther
Erwin, Betty Jean
Ferguson, Melvin Ray
Foard, Deanna Carolyn
Foust, Dorothy
Galloway, Andrea
Gentry, Clinton
George, Sarah Elizabeth
Gingles, Alberta
Gordon, Robert
Graham, Geraldine Rochella
Guy, Betty Jean
Hall, Ruby Mae
Harrell, Ruby
Harris, Claudette Colbert
Harrison, Isiah, Jr.
Hinton, Barbara
Hinton, Beverly
Holeman, Gladys Ilene
Horton, Eva Mae
Houston, Alma Mae
Houston, Emma Louise
Huett, Peggy Ann
Huey, Bettye Taylor
Johnson, James Edward
Johnson, Grady
Kendall, Annie Reatha
Kirkpatrick, Mary Katherine
Latimer, Lawrence
Lawrence, Wilhelmenia
Lee, Ella Ruth
Leung, Marizetta
Luster, Mary Elizabeth
McCarter, Mary Ann
Clinton, Delores Andrea
Clyburn, Bobby
Coutourier, Paul
Cunningham, Arthur Lewis
Cunningham, Beverly Juanita
McKeithan, Aaron
McKnight, Phoeba Yvonne
Maske, Roosevelt
Mason, Britannia
Massey, Yvonne
Maxwell, Madeline Elaine
May, Beverly Ann
Mendinghall, Greta Rosannah
Miller, Peggy Juanita
Mongo, James Henry
Moore, Iris Vann
Morrison, Ada Roberta
Morrison, Mark Lee
Moss, Sarah Jean
Mungo, Amy
Mungo, Frank
Neely, Hazel Mae
Orr, Mary Russell
Patterson, Charles Richard
Phifer, James Leverne
Posey, Sarah Elizabeth
Ratchford, Virginia
Roberts, Evelyn Isabell
Robinson, Katherine Elaine
Roseboro, Wyatt Metcalf, Jr.
Sapp, Annie Ruth
Scales, Vernon Lee
Scott, Ruben Ulysses
Seigle, Grady Lee
Shannon, Cora Lee
Shropshire, Patricia
Shute, Matthew
Simolton, Jacqueline Virginia
Sings, Ned Douglas
Smith, Betty Jean
Steele, Thomas
Stevenson, Robert
Stovall, Douglas Reginald
Stratford, Corina
Sturdivant, Katie Mae
Tate, Joyce Jean
Thomas, Milton
Tillman, Roosevelt
Tucker, Elizabeth Jean

Freshmen (Continued)

McClinton, Whitsal Young
McDowell, Herbert
McGill, Leonard Hanson
McGriff, George William
McKay, Linda Yvonne
McIlwain, Verona
Westbrook, Carolyn
White, Leonard
Whiteside, Yvonne Patricia
Williams, Ann Florence
Williams, Dorothy
Williams, Mary Elizabeth
Ward, Charles Ray
Washington, George Richard
Watkins, Melvin
Watkins, Ray
Wells, Delores Catherine
Wells, Marjorie Jarrett
Williams, Perie Lee
Wilson, William Emanuel
Withers, Maxie Stanley
Wynn, Linda Ann
Young, Ada Mae
Young, Joanne

SPECIALS

Bailey, Jack Simpson
Baskins, Dorothy Elizabeth
Bennett, Billie Ann
Bennett, Luretta
Bennett, Rosetta
Benson, Joyce Ann
Booker, Walter Lee
Boulware, Roosevelt
Bratton, Gwendolyn Lavon
Brewer, Edward
Caldwell, Hattie
Carr, Clarence Louis
Coleman, Rosa Ann
Crawford, Emma
Crosby, Richard
Cunningham, Madeline Helene
Diamond, Alice Ruth
Dixon, Julius
Evans, Douglas
Faulkner, Bennie Mae
Field, Daisy
Foster, Addie Louise
Foster, Barbara Jean
Frazier, Peggy Yvonne
Gassaway, Middleton, III
Gibson, Clyde Franklin
Golden, Shadrach Anthony
McCorkle, Vonnievell
McCullough, Rosella
McGriff, Annie Lee
McMillan, JoAnne
McRae, Rose
Macon, Matthew
Mann, Ruth
Maxwell, Robert Boyce
Milligan, George Erwin
Milligan, Shirley
Mitchell, Geneva
Montgomery, Aubrey
Morgan, Harold
Nurse, Herbert
Parks, Robert Cornelius
Patterson, Clarence
Polk, Haywood
Polk, Mattie Lenoira
Polk, Susie
Reid, George
Roberts, Mary Elizabeth
Ross, James Lewis
Shropshire, Lucielle
Simmons, Gwendolyn
Smith, Willie
Sowell, Thomas
Stewart, Roy

Graham, Clara Houston
Greene, Ollie Kaye
Hall, Virginia Mae
Harris, Spencer
Hicks, John Harold
Horton, Henrietta Davis
Ivey, Almetta
Johnson, William Louis
Little, John Lamar
Long, Thomasena
Stitt, Julia Dunn
Taylor, Angelia Elaine
Thomas, Richard
Thompson, Christine
Thompson, Mary Elizabeth
Turner, Sandra Hermione
Wade, Sonnie
Wall, Lillie Clark
Wallace, Ethel Janet
Williams, John Thomas

ADULT EDUCATION

Alexander, Rosa Lee
Bell, Eula
Boyd, Millie
Brice, Dorothy
Butler, Robert
Campbell, Juanita
Cook, Roosevelt
Craig, Lillie
Glenn, Joe
Hoover, Van
Huntley, Roxanna
Lowery, Jessie
McCullough, James
Maple, Cleven
Massey, Lucinda
Patrick, Marie
Robinson, Bernice
Roseboro, Richard
Sarter, Rosalie
Stewart, Isabelle
Thomas, Robert
Thomas, Rubie
Thompson, Elfreda
Wallace, Cora
Watson, Alberta
Williams, Geneva

TYPEWRITING
(Non-Credit)

Alexander, Treatie
Crawford, Dorothy
Currie, Florence
Foster, James
Hankerson, Charlene
Keaton, Josie
Kerney, Helen
McCombs, Doris
McGriff, Annie
Major, Erlene
Martin, Hoyle
Morris, Evie
Parker, Anne
Potts, Ethel
Raley, Randolph
Ross, Mary
Stroud, Mollie
Thomas, Rubie
Vanderburg, Creola
Wells, Sylvester
Williams, Lucinda

1961 SUMMER SESSIONS

Able, Willie
Adam, Amy
Alexander, Catherine
Alexander, Fred
Alexander, Treatie
Allen, Thomas
Anderson, Willie
Archie, Etheleen
Bailey, Voyida
Barnett, Samuel Lee
Belton, Loretta
Blair, Robert

1961 SUMMER SESSIONS (Continued)

Bray, James
Brown, Bera
Brown, Raymond
Brown, Robert
Burris, Roxie Harrison
Butler, Charles
Cathcart, Doris Jean
Conway, Horace
Crawford, Emma
Culp, Osie
Davis, Margaret Louise
Diamond, Alice Ruth
Duncan, Joel
Ezell, Louise
Frye, Ernestine
Gassaway, Middleton, III
Gaston, Sarah
Glover, Edward
Goode, Helen
Graham, Clara Houston
Grier, Cicero Alexander
Harrell, Ruby
Harris, Sarah
Herron, Arthur
Holt, Carol
Howard, Ernest
Howard, George, Jr.
Hunt, Joseph Jefferson
Johnson, Sallie
Johnson, William Louis
Jones, Howard Louis
Jordan, Willie Mae
Kirkpatrick, Dorothy
Lewis, Janet Patricia
Little, Charlie
Love, Namoi
Lowery, Bessie
Lynch, Lucielle
McCorkle, Vonnievell
McDonald, Mildred Juanita
McGill, Walter Lee
McLaughlin, Leonora
McQueen, Dorothy
McRae, Rose
Mansel, John
Mansel, Marian
Martin, James Edward
Massey, Fred
Massey, Shirley
Maxwell, Robert Boyce
Miller, Beulah
Miller, George Mason
Miller, Randolph
Mitchell, Geneva
Mitchell, George William
Mongo, James Henry
Nurse, Herbert
O'Rear, Vance, Jr.
Phifer, Clyde
Phifer, James
Phifer, Rebecca
Phifer, Ulysses, Jr.
Polk, Haywood
Pride, William Edward
Rearden, Arthur James
Reddick, Gene Artry
Reid, Richard
Rhodes, William Cornelius
Robinson, Annie Stinson
Roseboro, Kathleen
Sayles, John
Sharpe, Calvin
Sharpe, Ralph
Sharpe, Willie
Smith, Jennye Ruth
Spencer, James
Springs, Zachariah
Steele, Walter Lee
Stinson, Linda
Timmons, Lucy
Thompson, Mildred Arlena
Vance, Robert Lee
Wagoner, Virginia
Walker, Betty Ann
Walker, Mary
Wall, Eugene
Wallace, Derrick
Warner, Harriett
Weathers, Doris Ann
Wesley, Exia
White, Estella Moffett
White, Walter
Williams, Leo
Wilson, Maggie Carolyn
Young, Bettye Jean

STUDENT ENROLLMENT

Departments	Men	Women	Total
Liberal Arts, University Parallel	80	63	143
Business Administration, University Parallel	16	4	20
Business Education, University Parallel	0	13	13
Medical Secretary, Terminal	0	8	8
Secretarial Science, Terminal	0	46	46
Secretarial Science, University Parallel	0	6	6
Special Students	32	42	74
Adult Education	12	34	46
	140	216	356

SUMMARY OF GRADUATES

Year	College	High School	Cosmetology	Total
1951	21	0	0	21
1952	31	0	0	31
1953	40	0	0	40
1954	21	0	0	21
1955	43	12	0	55
1956	62	67	17	146
1957	62	82	30	174
1958	71	64	43	178
1959	76	54	Discontinued	130
1960	47	Discontinued	—	47
1961	39	—	—	39
1962	28	—	—	28
	541	279	90	910